



**A Publication of the
U.S. Bankruptcy Court
for the Southern
District of Ohio**

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Chief Judge

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CM/ECF Release 4 Edition

Fall, 2011

CM/ECF 4.2 Implementation
Submitted By John Stephens, Management Analyst



On Monday, November 14, 2011, the Southern District of Ohio will "Go-Live" on CM/ECF Release 4.2. This latest release will offer some very helpful new features, several of which are highlighted in this newsletter. Development of this release was based on feedback provided by bankruptcy courts throughout the country. In addition to adding new functionality, various problem areas of the program have been fixed or made more "user-friendly."

The implementation of this release will also open the door for future enhancements which will be reviewed, tested, and installed over the next few months. Some of the additional features that you can look forward to are multiple CM/ECF logins for attorneys, the use of digital audio files on the court docket, and RSS (Really Simple Syndication) feeds.

Due to the installation, the CM/ECF system for the Southern District of Ohio Bankruptcy Court will be inaccessible starting at 1:00 a.m. on Thursday, November 10, 2011. It will not be accessible again until 1:00 a.m. on Monday, November 14, 2011.

Any deadline for the filing of any document which falls on Thursday November 10, 2011, is extended through the end of the day on Monday, November 14, 2011.

In the event of an emergency requiring filing of a document on Thursday, November 10, 2011, paper submissions will be accepted by the Clerk's Office for filing on that day. In addition, emergency filings on November 10th through, and including, November 13th, 2011, may be accomplished through email by transmitting PDF documents to:

Emergency-Filing@ohsb.uscourts.gov.

Questions regarding the upcoming upgrade to Release 4.2 may be directed to your local Clerk's Office.

Proof of Claim Filing
Submitted By Angela Gray, CM/ECF Analyst - Cincinnati

The Proof of Claim entry fields in CM/ECF have been revised to mirror the information contained on the Official Form B10 Proof of Claim. The amount entry fields that are available are: "Amount Claimed," "Secured," and "Priority."

All entry fields include a description of how claim amounts are categorized. The claim total amounts are no longer calculated for the individual claim

entry amount, but a total claim calculation is now tabulated on the Claims Register for the bankruptcy case.

The Claim dollar amounts that are not classified as a secured or a priority claim should be entered in the "Amount Claimed" field. The submission of a proof of claim will create the issuance of a Notice of Electronic Filing. The Notice will display the claim amount en-

tered and include hyperlinks to the bankruptcy case docket report, case claims register, and the PDF of the proof of claim document.

The CM/ECF Version 4.2 has relocated the "file another claim link" from the bottom of the screen page to the top of the screen page. This change will provide a more visible claim filing option.

Payment of Outstanding Filing Fees

Submitted By Angela Gray, CM/ECF Analyst - Cincinnati



In the new release of CM/ECF a user will now have the ability to select an outstanding individual fee, or pay all outstanding filing fees incurred from fee related documents that have been filed. The filing fee due notification is no longer affected by a pop-up blocker setting and is displayed as a panel in the original window application.

The payment of filing fees can now be debited from the attorney's personal or business checking or savings accounts using the Court's payment servicer, Automatic Clearing House.

A Filing Fee hyperlink has been added to the Query menu and will display any outstanding fees that are due. The filing fees that are being paid in installments and have a remaining balance will display the calculated amounts due. The amount is based on the fees paid for the queried case. PACER fees will apply.

As a reminder, the 48 hour Attorney lock-out policy will still apply, and any associated filing agent (one who represents the attorney of record) will receive notice of all outstanding filing fees and will be affected by the 48-Hour lock-

out policy. The filing permissions of the attorney and his/her filing agents will be restricted until all filing fees are paid in full for fee required documents that are not approved by order of the court to be paid in installment payments. Any attorney and associated filing agent that has been placed on filing restrictions due to outstanding filing fees, may log into CM/ECF to pay any outstanding fees and upon making payment, all filing permissions will be reinstated.

DID YOU KNOW....????

You can use your keyboard to navigate CM/ECF.

Rather than using your mouse, you can use your TAB key to move between fields and the ENTER key to submit your request.

After entering the case number, hit ENTER instead of using your mouse to click Next.

More than one field you have to enter? Click TAB to move to the next field instead of using your mouse to advance.

If you haven't already, try it out!

Sheila Counts,
CM/ECF Analyst -
Columbus

Password Security Changes

Sheila Counts, CM/ECF Analyst - Columbus

With the implementation of CM/ECF release 4.2, password standards will change.

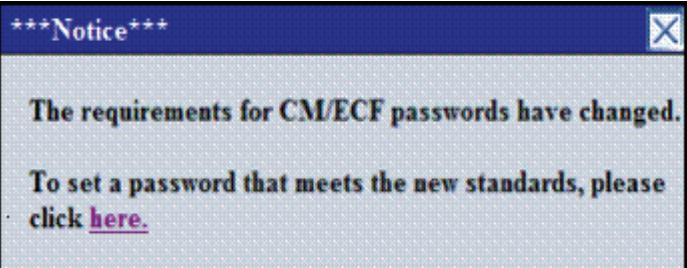
Passwords will require a minimum of 8 characters, including both upper and lower case letters, and at least one digit or special character (i.e. 0 – 9, @,#,\$,&!,%).

Five invalid login attempts on an account will cause a five-minute lock out period. After that timeout period, if another invalid password is given for that account, a new lockout period will begin. With each invalid password given, the lockout time period will also increase. Upon initial log-in to CM/ECF after the implementation of release 4.2, a message box will appear:

The user has the option to close out of the box by clicking the X, but this message will appear at each log-in until the password is changed.

These standards have been put in place to protect your username. Keep your passwords safe!

Contact the Court for additional instructions on resetting your password or if you have problems logging in.



Email Enhancements

Submitted By Angela Gray, CM/ECF Analyst - Cincinnati



The new email enhancements in CM/ECF Version 4.2 require users to enter and confirm their email addresses when creating or updating their primary and secondary email addresses. An email address entry is imperative to receive electronic notification of case activity and is saved in CM/ECF along with other user account information. As a friendly reminder, account updates can be performed whenever necessary without the Court's assistance. Version 4.2 will allow attorneys, who represent parties in an Adversary Proceeding, the option to not receive email

notifications of case activity in the main bankruptcy if they do not have any direct involvement in the main bankruptcy case. However, electronic notices will continue to be received for any consolidated and jointly administered cases. The option to receive only Adversary Proceeding case notifications will not prevent an electronic filer from receiving notices in other cases unrelated to the Adversary cases in which the attorney is involved. Previous versions of CM/ECF required email notifications to be sent to case participants in both the Adversary and main bankruptcy cases. The new option in the latest version of CM/ECF will provide the ability to limit the amount of electronic mail received. To apply the opt-out setting, select the "Maintain Your ECF Account" option in the Utilities menu. Next, select "Email information..." and choose the desired email notification option.

Limited Filer features regarding noticing have also been enhanced to include the ability to receive email notifications after the filing of a document in a case. The CM/ECF system automatically creates a user account using the email address of the Limited User. The Notice of Electronic Filing will **only** be issued to the Limited Filer in the case in which the document was filed.

Pleadings that are noticed through the Bankruptcy Noticing Center (BNC) will display and include noticing activity for CM/ECF Notices of Electronic Filing (NEF). The BNC and NEF notices will identify the case participants who have selected the option to not receive notice of case activity in the main case.

"The new option in the latest version of CM/ECF will provide the ability to limit the amount of electronic mail received."

Adversary Case Opening Changes

Sheila Counts, CM/ECF Analyst - Columbus

CM/ECF version 4.2 implementation will bring a few slight changes to the Adversary Case Opening process. Currently, an attorney filer is required to add himself as Attorney for Plaintiff in the Adversary case. When forgotten and not caught, it would cause problems because Attorneys would not receive electronic notice. To alleviate this problem, with version 4.2, CM/ECF will automatically add the attorney filer and create the association to the Plaintiff(s). The only option

users are now given is to add an additional attorney. Also, the option to add an attorney for the Defendant has been removed.

When filing a Notice of Removal, a filer will have the option of selecting attorney for Plaintiff or Defendant. The default option is attorney for Plaintiff.

The screenshot shows the CM/ECF software interface with the following details:

- Header: ECF Bankruptcy ▾ Adversary ▾
- Section: Open Adversary Case
- Fields:
 - Case type: ap
 - Date filed: 10/28/2011
 - Complaint:
 - Counsel for:
- Buttons: Next, Clear

OFFICE LOCATIONS

U.S. Bankruptcy Court
Atrium Two, Suite 800
221 East Fourth Street
Cincinnati, Ohio 45202
(513) 684-2572

U.S. Bankruptcy Court
170 North High Street
Columbus, Ohio 43215
(614) 469-6638

U.S. Bankruptcy Court
120 West Third Street
Dayton, Ohio 45402
(937) 225-2516

www.ohsb.uscourts.gov

New Query Options

Submitted By Angela Gray, CM/ECF Analyst - Cincinnati



New information will be displayed on the name search results page to include basic case and party role type with hyperlinks to the case to display the docket report. Previous versions of CM/ECF required the entry of at least two characters, Version 4.2 permits the entry of a single character in a search field; however, if the

single character is entered in the last name field, the results will be for the exact name match **only** for the character entered. A separate screen message will be populated to inform the user of any matches.

Previously, a user could not view an individual document without reviewing the document via the docket report, but the new version provides the option of viewing individual documents from a "View Document" hyperlink in the Query menu. Using this feature will allow PACER users to eliminate charges from accessing the docket report, and

users must enter the document number to obtain access to the PDF document. A warning message has been added to the Query search to remind PACER users that the 30-page billing cap on the information returned from searches does not apply. PACER fees will apply to use this CM/ECF feature.

Changes to the Issuance of 341 Notices to Debtor's Attorneys

Submitted by John Stephens, Management Analyst

The implementation of CM/ECF Release 4.2 will support an additional noticing-related improvement provided by the court's Bankruptcy Noticing Center (BNC) contractor.



Currently, the debtor's attorney receives the 341 notice by notice of Electronic Filing (NEF) with the debtor's redacted Social Security number (SSN) and by U.S. Mail through the BNC with the debtor's full SSN. The

improvement provided with Release 4.2 will allow the BNC to send you an email containing a secure hyperlink to the unredacted 341 notice in place of a paper notice. The BNC will send one summary email per day containing hyperlinks to one or more notices. Each hyperlink provides one free look to the full notice. You will no longer receive the paper 341 notice from the BNC. The discontinuation of the paper notification to debtors' attorneys is both an operational and cost-savings improvement.

It is estimated that projected savings for the federal judiciary will total nearly half a million dollars per year. Additionally, this improvement will help safeguard the debtors' SSNs by providing the secure hyperlink.

A sample BNC email notification is provided at the web address below.

<http://ebn.uscourts.gov/documents/Attorney341Email.pdf>